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AFI 13-1MCS, Volume 1, 30 December 2002, is supplemented as follows:

This supplement establishes the HQ AETC/DO Battle Management Training Program, which supports AETC objectives. It contains guidance unique to AETC, and guidance on items not covered by the basic instruction. It applies to all personnel, commanders, operations supervisors, and instructors performing air battle manager (ABM), air weapons officer (AWO), weapons director (WD), weapons technician (WT), or weapons simulation technician (WST) duties at AETC units. Each unit will coordinate its supplement with HQ AETC/DOFV before publication and forward one copy to HQ AETC/DOFV after publication. Once listed in the ANG Master Catalog, this supplement applies to the Air National Guard units gained to AETC. Each ANG unit will coordinate its supplement with ANG/C4I and ANG/DOT before publication and forward one copy to HQ AETC/DOFV, 19 AF/DOK, and ANG/DO after publication.

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Request waivers to this supplement through stan/eval channels to HQ AETC/DOF or ANG/DO (as appropriate). The operations group (OG) commander of the unit that generated the supplement will handle waivers to supplemental guidance.

SUMMARY OF REVISIONS

This instruction is substantially revised and must be completely reviewed. It defines AWO requirements (paragraph 1.2.1.6.2); adds 1A4X1D and GS medical requirements if controlling live missions (paragraph 1.2.2.4); details NAF requirements for training reports (paragraph 1.3.3.5); defines OTO qualifications (paragraph 1.3.4.2); defines unit responsibilities for training reports (paragraph 1.3.4.7); defines new

operations personnel training schedules (paragraph 2.2); adds a NOTE concerning instructor downgrades (paragraph 2.4.4); details remedial training and re-evaluation timelines (paragraph 2.4.4.2); adds CRM continuation training requirements (paragraph 2.4.4.7); details instructor requirements (paragraph 2.5.1); mandates timing of instructor positional and academic evaluations (paragraph 3.7.1.9); defines training objectives and knowledge for academic subject areas (paragraph 4.2.8); discusses COMM JAM requirements (paragraphs 4.5.1.1 and 4.5.1.2); and AETC TR requirements are discussed in Tables 4.1 and 4.2.

1.2.1.6.2. As a minimum, all AWOs will be basic mission capable (BMC) qualified to include live air refueling as part of their formal training program. AWOs will not perform instructor duties until BMC qualified (in addition to appropriate tracks of (BMIT). Air refueling qualification is not a prerequisite to performing instructor duties, however AWOs will be entered into A/R training no later than six months after initial qualification evaluation (IQE).

1.2.2.4. 1A4X1D and civil service (general schedule [GS]) personnel performing live weapons control duties will maintain, as a minimum, a ground based physical profile in accordance with AFI 48-123, *Medical Examinations and Standards.*

1.3.3.5. 19 AF is responsible for ensuring units generate Academic and Positional Letter of Xs and Training Deficiencies. These reports will be provided to HQ AETC/DOF upon request.

1.3.4.2. Operations Training Officers (OTO) will:

1.3.4.2.1. (Added)(AETC) Be BMC (preferably live A/R qualified also).

1.3.4.2.2. (Added)(AETC) Be live Positional Instructor and academic platform instructor qualified.

1.3.4.2.3. (Added)(AETC) Have previous instructor and/or stan/eval experience (one year in unit experience also meets this requirement).

1.3.4.7. (Added)(AETC) Units will generate timely and accurate training reports. This should include, but not be limited to, Academic and Positional Letter of Xs and Training Deficiencies. Monthly submission of Letter of Xs to 19 AF is not required, however they must be available on request. Submit training deficiencies on an as needed basis and update quarterly.

2.2. AETC personnel must enter either a squadron orientation training (SOT) program, BMIT, ICT, or IQT within 20 calendar days (2 UTAs). If entered into SOT, then BMIT, ICT, or IQT will begin at next scheduled class.

2.4.4. *NOTE:* Instructors downgraded from BMC to UQ status will lose their instructor rating and must complete a positional reevaluation, and be requalified as an instructor before resuming duties as an instructor.

2.4.4.2. Accomplish remedial training within 30 days, and accomplish the reevaluation within 30 days from completion of remedial training.

2.4.4.3. (Added)(AETC) Continuation training should reinforce the crewmember's cockpit/crew resource management (CRM) academic knowledge. Quarterly CRM topics should focus on the role CRM plays in preventing mishaps and reinforcement of CRM skills and techniques to enhance student training. Although CRM is specific to the crewmember's position, avoid separating training by crew position. Using evaluation trends and mishaps, update training annually.

2.5.1. AETC instructor requirements:

2.5.1.1. Instructor Prerequisites:

2.5.1.1.1. (Added)(AETC) All instructors must have attained, as a minimum, BMC status previously in a

battle management system (AWACS, MCS, R/SAOC, etc.) prior to instructing, whether live or simulation (unless waived by AETC/DOF); combat mission ready (CMR) is preferable (instructor WSTs excluded).

2.5.1.1.2. (Added)(AETC) Based on type of instructor qualification/certification (academic, simulation, or live) all instructors must complete the appropriate tracks specified in the *Battle Management Instructor Qualification Training (BMIT) Syllabus* or applicable HHQ approved instructor certification training program under the management of DOT. Subsequently, they will receive an evaluation on the system they instruct.

2.5.1.1.2.1. (Added)(AETC) Individuals with prior AETC instructor qualification do not require BMIT Track 1; once entered into BMIT, they may be proficiency advanced provided they meet stated proficiency levels and standards within the BMIT syllabus. An Academic Instructor certification via AETC Form 281, **Instructor Evaluation Checklist,** is still required.

2.5.1.1.2.2. (Added)(AETC) Withdrawal from BMIT. Tracks are independent of each other and may be accomplished as needed. However, once a track is started, it must be completed.

2.5.1.1.2.3. (Added)(AETC) BMC/CMR qualification on a specific system is not a requirement to instruct simulation on an AETC battle management training system as long as the first two caveats are met (for example, previous BMC/CMR on AWACS is not required for simulation instructors on the AWACS Modeling and Simulation [AMS] system). However, current BMC qualification is a prerequisite to Track 4 of the *Battle Management Instructor Qualification Training (BMIT) Syllabus.*

2.5.1.2. (Added)(AETC) Academic Proficiency for Instructors:

2.5.1.2.1. (Added)(AETC) AETC Positional Instructors will also be certified as academic platform instructors. Staff personnel are not required to maintain platform instructor currency. Staff personnel are defined as: squadron CC, DO, DOT, DOV, DOW, TD, and NAF, and OGVs. (***NOTE:*** The OTO must maintain platform instructor currency due to BMIT oversight requirements). Staff personnel may choose to maintain this status, so that they may do platform instruction. If platform instructing, currency requirements apply (nonadministrative lesson every 120 days). Guest lecturing is not permissible.

2.5.1.2.2. (Added)(AETC) Flight or block commanders and chiefs are tasked with determining if individuals are capable of instructing individual academic lessons. An AETC Form 281 is not required for every academic lesson an individual is certified to instruct. However, once identified as certified to instruct a lesson, that individual is liable for evaluation in that lesson.

2.5.1.2.3. (Added)(AETC) Academic Instructors must score/maintain at least 90 percent academic testing for all tests given in blocks or flights, which they are assigned or attached to instruct.

2.5.1.2.3.1. (Added)(AETC) Initial testing will occur 60 calendar days (4 UTAs) from assuming academic platform instructor duties (completion of BMIT and IQT as appropriate).

2.5.1.2.3.2. (Added)(AETC) Instructors qualified to instruct in more than one course or block will test in both courses or blocks.

2.5.1.2.3.3. (Added)(AETC) Academic testing is a recurring annual requirement and will be given the same time as the academic platform evaluation. Annotate results of the academic test on the AETC Form 281 in the comments section.

2.5.1.2.3.4. (Added)(AETC) If there are no tests associated with the block/flight an instructor is assigned/teaches in (for example, instructors in the LFE Block), then only MQF requirements apply (if applicable for BMC requirements).

2.5.1.3. (Added)(AETC) Academic Letter of Xs:

2.5.1.3.1. (Added)(AETC) Flight or block commanders will maintain an Academic Letter of Certification (Letter of Xs) for all squadron personnel and personnel attached to the squadron. Update the Letter of Xs monthly and send to DOT. The Letter of Xs may be maintained and updated electronically to provide a real-time information source. The squadron DO will sign this Letter. For electronically maintained Letter of Xs, the squadron DO may sign a Letter indicating the monthly review has been accomplished.

2.5.1.3.2. (Added)(AETC) At a minimum, annotate the following information in the Academic Letter of Xs:

2.5.1.3.2.1. (Added)(AETC) Date of last academic lecture.

2.5.1.3.2.2. (Added)(AETC) Date of last academic platform certification evaluation (AETC Form 281).

2.5.1.3.2.3. (Added)(AETC) Date of last subject matter qualification testing.

2.5.1.4. (Added)(AETC) Positional Letter of Xs:

2.5.1.4.1. (Added)(AETC) Squadron DOT will maintain a Positional Letter of Qualification/Certification (Letter of Xs) for all squadron personnel and personnel attached to the squadron. Update the Letter of Xs monthly, and keep at the squadron duty desk. The Letter of Xs may be maintained and updated electronically to provide a real-time information source. The squadron DO will sign the Letter of Xs. For electronically maintained Letter of Xs, the squadron DO may sign a Letter indicating the monthly review has been accomplished.

2.5.1.4.2. (Added)(AETC) At a minimum, annotate the following information in the Positional Letter of Xs:

2.5.1.4.2.1. (Added)(AETC) BMC status.

2.5.1.4.2.2. (Added)(AETC) Instructor qualification/certification.

2.5.1.4.2.3. (Added)(AETC) Evaluator qualification.

2.5.1.4.2.4. (Added)(AETC) Unit unique positional certifications.

2.5.1.5. (Added)(AETC) Instructor Currency:

2.5.1.5.1. (Added)(AETC) Instructors identified on Academic Letter of Xs will maintain currency by instructing a nonadministrative lesson at least once every 120 days. Instructors qualified to instruct in more than one course are not required to accomplish an AETC Form 281 for each course. Squadron commanders will determine requirements to regain currency if more than 120 days elapse since instructing an academic lecture.

2.5.1.5.2. (Added)(AETC) There are no Positional Instructor lookback requirements.

2.5.1.6. (Added)(AETC) Instructor Removal. Personnel removed as instructors for any reason are not automatically reinstated. Record any loss of instructor status and subsequent requalification/recertification on AF Form 4141, **Individual's Record of Duties and Experience Ground Environment Personnel.**

2.5.1.6.1. (Added)(AETC) Failure of any portion of an instructor academic evaluation results in loss of instructor status to include Positional Instructor until remedial training/recertification in the academic area of failure.

2.5.1.6.2. (Added)(AETC) Failure of an academic evaluation (block test) or AETC Form 281 does not affect mission qualification status. The individual may still control in a noninstructor mode.

2.5.1.6.3. (Added)(AETC) Flight or block commanders and chiefs will identify remedial training for failure of an academic test or academic platform evaluation. Training period will be a minimum of a 24-hour period and a maximum of 30 days. Upon completion of remedial training, administer the applicable reevaluation within 30 days.

2.5.1.6.4. (Added)(AETC) Failure of the MQF results in UQ (loss of mission qualification status).

2.5.1.6.5. (Added)(AETC) Failure of a Positional Instructor evaluation results in loss of instructor status to include academic platform instructor until remedial training and reevaluation.

2.5.1.6.6. (Added)(AETC) Depending on what area of failure in the Positional Instructor evaluation determines whether or not an individual loses their mission qualification, for example, failure of a safety item or a technical item of magnitude results in loss of mission qualification (UQ) also. However, if the failure was due to poor instructor ability but had nothing to do with technical/safety performance, then there is no loss of mission qualification. DOV will be charged with making the determination.

2.5.1.6.7. (Added)(AETC) Failure of a mission qualification evaluation not only results in UQ status, but also results in loss of instructor status. Upon successful completion of remedial training/reevaluation and return to BMC, the squadron DO will make the determination whether or not to reinstate instructor status, or if additional training/reevaluation for instructor capabilities is required.

2.5.4. (Added)(AETC) The unit DO will appoint directorate training representatives. These appointed individuals will perform the duties stated in the applicable unit's operating instruction (OI).

3.7.1.9. For AETC instructors, positional evaluations are every 17 months, academic evaluations are annual. Record the positional and the academic evaluation on AF Form 4141.

4.2.8. The AETC/DO approved IQT syllabus identifies training objectives and depth of knowledge for academic subject area. Units will develop training topics based on these objectives for annual academic training. Unit DOs will approve an annual list of training topics and ensure it is made available for NAF/MAJCOM review upon request. Unit training development (TD) branches will ensure academic materials are available and current for OTOs to utilize.

4.5.1.2. Accomplish academic training as a minimum, simulation as feasible.

4.7.3. A deficiency report should be submitted from the unit to the parent OG commander. Send an info copy to 19 AF/DOK and ANG/DOT (as appropriate).

4.7.4.1. (Added)(AETC) The OG commander will take necessary action on problems not requiring waivers. Within 15 calendar days of receipt of a report, the OG commander will present a solution to the unit or recommend proposed corrective action to 19 AF/DOK or ANG/DOT (as appropriate) for problems the OG cannot correct. The 19 AF/DOK or ANG/DOT (as appropriate) will take necessary action on these problems within 10 calendar days of receipt.

4.7.4.2. (Added)(AETC) The OG commander may disapprove the waiver at his or her level; concur and forward the waiver request to 19 AF/DO or ANG/DO (as appropriate) through 19 AF/DOK or ANG/DOT (as appropriate); or nonconcur, but send the request to 19 AF/DO or ANG/DO (as appropriate) through 19 AF/DOK or ANG/DOT (as appropriate) for further review.

4.7.5. The 19 AF/DO may disapprove the waiver at NAF level; concur and forward the waiver request to HQ AETC/DOF through HQ AETC/DOFV; or nonconcur, but send the request to HQ AETC/DOF through HQ AETC/DOFV for further review. *(Does not apply to ANG.)*

4.7.6. HQ AETC/DOFV will acknowledge receipt of the report and respond with the estimated approve or disapprove date. *(Does not apply to ANG.)*

4.9. (Added)(AETC) Adopted Forms:

4.9.1. (Added)(AETC) AF Form 847, **Recommendation for Change of Publication.**

4.9.2. (Added)(AETC) AF Form 4141, **Individual's Record of Duties and Experience Ground Environment Personnel.**

4.9.3. (Added)(AETC) AETC Form 281, **Instructor Evaluation Checklist.**

Table 4.1. Note 3. AETC Lookback is 7/5 if AR qualified, and 4/3 if not. The 7/5 lookback can be any combination of AA and AR.

Table 4.2. All requirements apply to AETC WTs also.

Table 4.2. Note 2. MU-2 missions fulfill TR requirements on a 1-for-1 basis, not to exceed 50 percent of live requirements. There is no minimum time-hack requirement; however, to maintain the integrity of continuation training, a controller should usually control at least 1 hour of an MU-2 mission for that mission to count towards requirements. If circumstances result in less than 1 hour of controlling, OTO will make a judgment call as to whether the individual receives credit.

Table 4.2. Refueling, AETC BMC (1/E) column. Notes 3 and 4 also apply.

Table 4.2. Notes 3. If required, a mixture of the live air-to-air and the 2-for-1-simulation substitution are recommended for proficiency.

Table 4.2. Notes 4. If required, a mixture of the live air-to-air and the 2-for-1-simulation substitution are recommended for proficiency.

Table 4.2. Total TRs, AETC BMC (1/E) column. Note 12 (Added)(AETC) also applies.

Table 4.2. Note 12. (Added)(AETC) Live missions controlled at other units may be counted for up to 50 percent of annual training requirements.

NOTE: **The following are added to Attachment 1:**

References (Added)(AETC)

AR—air refueling

BMIT—battle management instructor training

CRM—cockpit/crew resource management

TD—training development

WST—weapons simulation technician

WT—weapons technician

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